

## **MINUTES**

### **MISSION BAY PARK IMPROVEMENT FUND OVERSIGHT COMMITTEE**

May 4, 2010

#### **Meeting Location:**

Santa Clara Point Recreation Center  
1008 Santa Clara Place  
San Diego, CA 92109

#### **Mailing address is:**

Park and Recreation Department  
Developed Regional Parks  
2125 Park Blvd.  
Attn: Mission Bay Park Manager  
San Diego, CA 92101

#### **Members Present**

Katy Bendel  
Rick Bussell  
James Greene  
Kevin Konopasek

Gregg Peterson  
David Potter  
Paul Robinson  
Judy Swink

#### **Members Absent**

Cynthia Hedgecock, excsd  
Lani Lutar, excsd  
Mort McCarthy, excsd

#### **Staff Present**

Mary Ann Kempczenski  
Sharon Knutson  
Stacy McKenzie

#### **CALL TO ORDER**

Chairperson Paul Robinson called the meeting to order at 6:51 PM

#### **APPROVAL OF THE MINUTES**

**MSC IT WAS MOVED/SECONDED AND CARRIED UNANIMOUSLY TO APPROVE THE MINUTES OF THE APRIL 6, 2010 MEETING.  
(SWINK/PETERSON (8-0-0))**

#### **REQUEST FOR CONTINUANCE**

None

#### **NON-AGENDA PUBLIC COMMENT / COMMUNICATIONS**

None

#### **CHAIRPERSONS REPORT**

Mr. Robinson did not have a report.

#### **ACTION ITEMS**

**Consent** (These items are adopted without discussion; they can be moved to adoption by any

101. None

**Adoption** (Each adoption item requires individual action; they can be moved to consent by action of the committee.)

201. Mission Bay Improvement Fund Oversight Committee Bylaws

Stacy McKenzie, Mission Bay Park District Manager, reviewed the changes made to the Mission Bay Park Improvement Fund Oversight Committee Bylaws as requested by Committee members. The changes made to the bylaws are as follows:

**ARTICLE II-PURPOSE:** The second sentence was changed to read: The Committee is subject to the Ralph M. Brown Act of the State of California and shall conduct its meetings in accordance with the provisions thereof.

**ARTICLE III-DUTIES AND RESPONSIBILITIES:** Item #3 was changed to read: Annual Report. The Auditor shall prepare the annual report.

**NON-AUTHORIZED ACTIVITIES:** The first sentence was changed to read: The Committee or its members may not contract on behalf of the City nor act as its agent. The last sentence was changed to read: However, the Committee will be advised of contract plans, details and schedules pertaining to Charter section 55.2 relevant improvements as they become available to staff.

**AUTHORIZED ACTIVITIES:** Added the following under (a): Recommend priorities for expenditures and capital improvements, hereunder in accordance with Charter section 55.2 and the Mission Bay Park Master Plan, and.....

**SECTION 3:** Procedures: Changed spelling of *Seq* to seq.

**ARTICLE VI-STAFF SUPPORT:** Section 1: Staff: Changed errors in alphabetical listing to be consistent with report, and added (e):

The City shall provide to the Committee necessary technical and administrative assistance as follows:

- (a) Preparation of and posting of public notices as required by the Ralph M. Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the City Council;
- (b) Provision of a meeting room including any necessary audio/visual equipment;
- (c) Preparation and copies of any documentary meeting materials, such as agendas and reports; and
- (d) Retention of all Committee records, and providing public access to such records.
- (e) Establishment and oversight of a mechanism to ensure public accountability regarding the extent and nature of revenues, expenses, and improvements pursuant to Charter section 55.2 and compliance with the requirements of Charter 55.2.

**ARTICLE X-PARLIAMENTARY AUTHORITY:** Changed capitalization error in sentence: Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters not covered under these bylaws.

**MSC IT WAS MOVED/SECONDED AND CARRIED UNANIMOUSLY TO APPROVE THE CHANGES TO THE MISSION BAY PARK IMPROVEMENT FUND OVERSIGHT COMMITTEE BY-LAWS AS WRITTEN IN THE REVISION.  
(PETERSON/BUSSELL (8-0-0))**

**Special Events** (Special Events that require road or plaza closures, or will potentially impact park and/or institution operation, are brought to the Committee for a formal recommendation. They can be moved to Consent by action of the Committee.)

301. None

**WORKSHOP ITEMS** (No actions taken; discussed by the committee and Staff.)

401. City Charter 55.2, Mission Bay Park Improvement Fund Oversight

Mr. Ken Whitfield, City Comptroller, spoke to the Mission Bay Park Improvement Fund Oversight Committee regarding revenue leases in Mission Bay Park. Mr. Whitfield handed out a spreadsheet and a graph chart and discussed the various aspects of the report. Mr. Whitfield fielded questions from the Committee regarding the different aspects of the spreadsheet.

Committee comments/questions:

- Are we (Mission Bay Park lease revenues) on par to hit the same numbers as last year?  
Answer: Revenues will be at 22 – 24 Million due to restaurants and hotels income being down.
- Are there any holdover leases? The committee would like a report on lease relationships.  
Answer: Mr. Whitfield was not able to answer the question, but he did state that the leases in Mission Bay Park are being paid.
- What accounts for the prior year lease reversal?  
Answer: Dollars have not been received yet.
- There is a history of revenues “amping” in May and June.
- How often are the revenues audited?  
Answer: Every two (2) years.
- Where is DeAnza Mobile Home Park on the list?  
Answer: It doesn't really fall under revenue.

Mr. Whitfield suggested the Committee write down all their questions and e-mail to Ms. Stacy McKenzie, who will compile them into one e-mail and send to him. In a month or two, he will come back to the Mission Bay Park Fund Oversight Committee and answer the questions.

**INFORMATION ITEMS**

501. None

**SUB-COMMITTEE**

601. None

**Adoption** (Each adoption item requires individual action; they can be moved to consent by action of the Committee.)

201. None

**SPECIAL EVENT PERMIT REVIEW**

**Special Events** (Special Events that require road or plaza closures, or will potentially impact park and/or commercial operation, are brought to the Committee for a formal recommendation. They can be moved to Consent by action of the Committee.)

301. None

**WORKSHOP ITEMS** (No actions taken; discussed by the Committee and staff.)

401. None

**INFORMATION ITEMS**

501.

**SUB-COMMITTEE**

601. None

**COMMITTEE MEMBER REPORTS/COMMENTS** The reports are non-debatable.

None

**ADJOURNMENT** - Chairperson Robinson adjourned the meeting at 7:25 PM

**Notice of Next Regular Meeting:** Tuesday, June 1, 2010  
6:00 PM  
Santa Clara Recreation Center  
1008 Santa Clara Place  
San Diego, CA 92109

Respectfully submitted,

Stacy McKenzie  
District Manager, Mission Bay Park